

**DPS****Montgomery County  
Department of Permitting Services**

255 Rockville Pike, 2<sup>nd</sup> Floor  
 Rockville, MD 20850-4166  
 Phone: 311 in Montgomery County or (240)777-0311  
 Fax: (240)777-6262  
<http://www.montgomerycountymd.gov/>

**Utility ePlans Submittal Requirements****The following plans should be uploaded into the Drawings folder:**

- Plans showing the utility installation, including: new manholes, street lights, new or relocated utility poles, cables and associated equipment.
  - If roadside trees are impacted, a Tree Protection Plan may be required.
- Traffic Control Plan may be required. Refer to Utility Work Zone Traffic Control Requirements, Page 23 of the [Montgomery County Specifications for Utility Construction Permit](#).
- Each plan sheet must be uploaded as a single file PDF using the correct file name convention.
- Plans should only be uploaded to the Revisions folder if revising a previously issued permit.
- Supporting documents must be uploaded to the Documents folder and may be multi-page single file PDF's.
- Applicants should refer to the [Montgomery County Specifications for Utility Construction Permit](#).
- Other drawings and documents may be required as determined by the plans reviewer.

**File Name Convention for Right-of-Way Permits Plan Sheets:**

Sheet/Drawing Type	Sheet/Drawing Reference Number	Acceptable ePlans File Name	Number of Characters
General Permits	001-999	G001	4
Grade Establishment Plans	001-999	GEP001	6
Storm Drain	001-999	SD001	5
Paving	001-999	PAV001	6
Storm Drain & Paving	001-999	SDPAV001	8
Driveway	001-999	DWY001	6
<b>Utilities</b>	<b>001-999</b>	<b>UTL001</b>	<b>6</b>
Miscellaneous	001-999	MISC001	7
Temporary Traffic Control Plan	001-999	TTCP001	7
Tree Protection Plan	001-999	TPP001	6
Landscaping Plan	001-999	LSP001	6
Street Light Plan	001-999	SLP001	6

"001 denotes the first page in a set of drawings, the file name for the second page would end in 002 and so on.